



Maryland Department of Planning
Division of Historical and Cultural Programs

MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

PROJECT GRANT APPLICATION (Non-Capital and Capital Grants) Fiscal Year 2013

Information and Instructions



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MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANT APPLICATION

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Each applicant shall comply with all applicable Federal, State, and Local laws and Departmental policies and programs regarding drug, alcohol, and smoke free work places, disabled access and equal opportunity in employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant project.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

1. Any personal information ("personal information" means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Heritage Areas Authority (MHAA) and supplied by the applicant will be used principally for MHAA's determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize MHAA approval of the application;
3. MHAA will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by MHAA may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under the Maryland Public Information Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person's finances may not be disclosed; and,

Personal information supplied to MHAA in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

By submitting application materials, the applicant agrees to give MHAA permission to use these materials as permitted by law for not-for-profit purposes including, but not limited to, education and awareness. Examples of materials that may be used by MHAA are photographs, maps, text, graphics, and forms. This permission to MHAA includes the use of application materials for purposes such as publication of printed material, television broadcasts, and Web site or intranet postings. The applicant will not be compensated for such use.

INTRODUCTION

The Maryland Heritage Areas Authority (MHAA) Grant Program is a source of funding designed to assist and encourage the preservation of historical, archeological, natural, and cultural resources and support economic development through heritage tourism¹ within heritage areas certified by the Maryland Heritage Areas Authority. Heritage area grant awards are made from the MHAA Financing Fund, a non-lapsing, revolving fund into which up to \$3 million is deposited annually. The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application package.

ELIGIBLE EXPENSES AND ACTIVITIES

Eligible activities **must** be consistent with the goals, objectives, strategies and actions outlined in the approved Certified Heritage Area Management Plan for the heritage area(s) where the grant will take place; priority will be given to activities that address one or more of the specific goals and objectives identified in the approved Certified Heritage Area Management Plan, or in subsequent planning documents created by the Certified Heritage Area, such as a Five Year Plan or Annual Work Plan. Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see mht.maryland.gov – click on “Heritage Areas” for a list of Certified Heritage Area management entity contacts, website addresses, and links to management plans). Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment.

MHAA project grant funds may not be used to pay for the following:

- **overhead expenses of the project applicant organization;**
- **salaries and/or benefits of permanent or temporary staff of the applicant organization, although salaries of staff may be eligible as cash or in-kind match for that portion of a staff person’s time dedicated solely to the MHAA grant-funded project** (generally not to exceed 35% of total required project match); [Note: MHAA funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant.]; or
- **marketing expenses related to programming such as festivals, seminars, and reenactments, project fundraising, or other capital or non-capital activities , although marketing expenses may be eligible as match** (please check with MHAA staff).

The following types of activities are eligible to receive MHAA Project Grant funding in Fiscal Year 2013:

NON-CAPITAL PROJECTS: The following non-capital projects or activities *anywhere in a Certified Heritage Area (CHA)* may be assisted with MHAA Grants.

Planning: The preparation, duplication, and distribution of research, field investigation, data recovery, documentation, feasibility, and planning studies for activities which will support the CHA.

Design: The preparation, duplication, and distribution of design documents for projects and activities which will support the Certified Heritage Area (CHA).

Interpretation: The development and presentation of interpretive exhibits, interpretive signage, materials, or other appropriate products to further the educational, preservation, and heritage tourism development objectives of the CHA. Generally, bases and panel specifications for interpretive signage will be required to follow National Park Service/Chesapeake Bay Gateways Network specifications as described at www.baygateways.net/tools.cfm (See “Gateways Graphics and Design” under “Assistance and Advice”).

¹ Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural and natural resources. – *National Trust for Historic Preservation*

CAPITAL PROJECTS: Capital grants are available within a **Target Investment Zone (TIZ)** for **10 years after the day on which the Authority first approves funding for a capital grant in the TIZ or that portion of the TIZ added through a boundary amendment approved by MHAA**. Capital grants may also be available on a case-by-case basis outside of a TIZ, but within a Certified Heritage Area, or after the expiration of the 10-year period, if the MHAA determines that the proposed capital project is **essential** to the success of the CHA management plan. Please contact MHAA staff or the local Certified Heritage Area director where the project will occur for further information. **Please note that the MHAA may require conveyance of a perpetual historic preservation easement to the Maryland Historical Trust on historic properties assisted with MHAA capital grant funds. Please contact MHAA staff for further information. See <http://mht.maryland.gov/easement.html> for additional information on historic preservation easements.**

All capital project activity affecting significant historic structures must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see <http://www.nps.gov/hps/tps/standguide/>). All capital project grantees are also subject to review by the Maryland Historical Trust (MHT) Project Review and Compliance Unit to ensure compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see mht.maryland.gov/projectreview_sponsors.html). Applicants whose projects are subject to compliance review must attach a completed MHT “**Project Review Form**” to their MHAA Project Grant Application (see – http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf) and indicate that MHAA is the funding source on the form.

* For capital development, rehabilitation, or restoration projects, preference will be given to projects that intend to be certified as meeting or exceeding accepted high-performance (“green”) building standards such as the LEED Gold or equivalent rating. For more information on LEED standards, see the U.S. Green Building Council’s website at: www.usgbc.org .

The following capital projects or activities may be assisted with MHAA Grants:

Acquisition: The acquisition of fee title, or interest other than fee title (e.g. an easement), of real property. For acquisition projects, MHAA will fund up to 50% of the average of two appraisals of the subject property.

Development: Repair or alteration of an existing building, structure, or site which makes possible a contemporary use while preserving those features of the property which are significant to its historical, architectural, and cultural values.

New construction,* including pedestrian (not vehicular) wayfinding/wayshowing signage, may also be eligible provided MHAA determines the project will:

- address or complete priority activities identified in the approved Certified Heritage Area Management Plan, Five Year Plan or Annual Work Plan; or
- will have an exceptionally significant heritage tourism impact, and
- is consistent with the goals, objectives, strategies and actions outlined in the Certified Heritage Area Management Plan.

****Applications for new construction projects must directly address these eligibility requirements in the Narrative portion of the grant application.***

Rehabilitation: Activities directed to returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Restoration: Activities directed to accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history, and reconstruction of missing features from the restoration period.

Pre-Development: Pre-development costs directly associated with a capital project such as the preparation of plans and specifications, and reasonable fees for architectural or pedestrian signage design and

engineering. This would include pre-development costs for eligible new construction.

PROGRAMMING PROJECTS: Programming projects or activities *anywhere in a CHA* may be assisted with MHAA Grants. This includes the implementation of programs such as seminars, conferences, performances, reenactments, commemorations, and festivals which encourage preservation and revitalization of and investment in CHA resources, and CHA visitation. Preference is given to new or pilot, rather than ongoing, programs.

PROJECT GRANT SUB-CATEGORIES: The following types of projects can be submitted as Non-Capital, Capital or Programming projects. Projects that fall in one of these three categories must complete the appropriate project addendum **in addition** to their project narrative to be considered.

Pre-K–12 Education Projects:

The Authority will consider grant applications for the following types of Pre-K – 12 education–related projects:

Curriculum Development and Teacher Training:

Curriculum development and teacher training projects directed to Maryland teachers and students, provided that the applicant can document the following:

1. For statewide projects, that the Maryland State Department of Education (MSDE) has been consulted and determined that the project will assist in fulfilling one or more of MSDE’s Core Learning Goals; or
2. For single or multi-County projects (less than statewide in scope), that all County (and/or Baltimore City) Public School systems in the project area have been consulted and determined that the project will assist in fulfilling one or more of the school system’s Core Learning Goals.

Curriculum Implementation:

Projects designed to implement curricula approved by MSDE and all County School Systems in the project area through the following types of activities:

1. K-12 educational product development at heritage sites. For example, development of classroom facilities, development and production of materials needed to support on-site teaching, acquisition of computer work stations and software for K-12 teaching activities.
2. K-12 programming activities that support or encourage visitation to heritage area sites by school groups. These activities may be a stand-alone project or a component of curriculum development, teacher training, or K-12 educational product development projects. Costs for transportation of students and teachers to heritage sites is an eligible activity when such costs are a component of a larger curriculum development, implementation, or teacher training project.

In addition, grant applications for **K -12 education projects** that address the following education-specific **priorities** will receive special consideration by the Authority in the application ranking process:

1. For all eligible project types, priority will be given to applications which, through their design, can clearly show how the project not only advances Certified Heritage Area education goals, but also advances other goals in the relevant Certified Heritage Area management plan, for example stewardship and preservation, economic development through heritage tourism, or interpretation.
2. For curriculum development projects, priority will be given to projects which can document that MSDE and all County School Systems in the project focus area will be an active partner in the development and implementation of the project.

Archeology Projects:

The Heritage Areas Program encourages grant applications for archeology-related projects within CHAs that contribute to meeting the preservation/conservation, education, and heritage tourism goals of the CHA.

General Requirements

All MHAA-funded archeology projects must conform to applicable portions of MHT's "Standards and Guidelines for Archeological Investigations in Maryland" (see - mht.maryland.gov/documents/PDF/Archeology_standards_investigations.pdf) and the "Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland: Collections and Conservation Standards" (see - mht.maryland.gov/documents/PDF/Archeology_standards_curation.pdf).

While each proposed archeological project or activity will be considered on a case-by-case basis, as a general policy MHAA will not fund archeology projects involving sites on privately-owned* land, privately-owned collections, or projects that will result in the recovery of archeological artifacts and materials which will remain in private ownership*. MHAA may waive this policy if provision is made to ensure the protection of significant archeological sites, objects, and collections, such as through easements or other protective mechanisms. Please contact MHAA staff to discuss your project if this policy may apply. (*"Privately-owned" or "private ownership" means ownership by an entity other than a government or non-profit organization).

The Authority will consider grant applications for the following types of archeology activities that, in the determination of MHAA, will:

1. Provide increased protection of sites, objects, or collections which are of archaeological significance, and contribute to meeting CHA heritage tourism goals and objectives;
2. Enhance public interpretation and education about significant archeological sites, objects, or collections;
3. Provide archeological information necessary for the development, reconstruction, or rehabilitation of significant historic structures within the CHA;
4. Support the acquisition of land, the significance of which derives wholly or substantially from its archeological value, and the acquisition of which will support the preservation, education, and heritage tourism goals of the CHA; or
5. Implement programming activities such as archeological seminars, conferences, workshops, site tours/open houses, and field schools which encourage preservation of and investment in CHA resources, and increased CHA visitation.

Natural Resources Projects:

The Heritage Areas Program encourages grant applications for natural resources-related projects within CHAs that contribute to meeting the preservation/conservation, education, and heritage tourism goals of the CHA. Applicants are encouraged to develop projects that:

1. Utilize Maryland GreenPrint to preserve and protect environmentally critical lands, or local Land Preservation, Park & Recreation Plans, annual Program Open Space plans, or state and nationally designated scenic byways and trail management/development plans to develop projects relating to Maryland's natural resources;
2. Support development of sustainable and appropriate public access to Maryland's natural resources, rural landscapes, open spaces, and waterways;
3. Increase the protection and enhancement of sites or landscapes which are deemed to be of natural or ecological significance;
4. Increase public knowledge of and support for the value of rural areas, open spaces, natural resources, and the environment;
5. Contribute to solving an environmental issue or problem that detracts from a community's ability to attract visitors.

The types of natural resource projects and activities that can be funded include:

1. Enhancement of public access to natural resources, rural landscapes, open spaces, and waterways in Certified Heritage Areas through development of land and water trails, water access facilities, and other appropriate mechanisms;
2. Restoration and preservation of natural areas, rural landscapes, open space and waterways that contribute to making the Certified Heritage Area more attractive to visitors and residents;
3. Natural resources and environmental education programming such as seminars, conferences, performances,

and festivals which encourage public understanding and protection of Certified Heritage Area natural resources and increased Certified Heritage Area visitation. Preference is given to new or pilot, rather than ongoing, programs;

4. The development and presentation of interpretive exhibits, interpretive signage, materials such as maps and guides, or other appropriate interpretive products to further natural resources-related education, preservation, and heritage tourism development objectives of the Certified Heritage Area;
5. Acquisition of real property to protect natural resources or open space that will contribute to meeting the preservation/conservation, education, and heritage tourism goals of the Certified Heritage Area;
6. Projects that contribute to solving a well-defined environmental issue or problem that detracts from a community's ability to attract visitors to the Certified Heritage Area.

MHAA FUNDING PRIORITIES for FISCAL YEAR 2013

Fiscal Year 2013 grant applications for projects that address the following priorities will receive special consideration by the Authority in the application ranking process:

1. Projects that contribute to the commemoration of the Bicentennial of the War of 1812 in Maryland.
2. Projects that contribute to the commemoration of the Sesquicentennial of the Civil War in Maryland.
3. Projects that will assist in interpreting the life, work, and legacy of Harriet Tubman and/or the Underground Railroad in Maryland.

ELIGIBLE APPLICANTS

Eligible applicants include **non-profit organizations, local jurisdictions, state and federal government agencies**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

Except for projects that will occur within two or more CHAs, i.e. "Multi-Heritage Area Projects" (see "Application Submittal" section below), **applicants must submit completed applications to their local Certified Heritage Area management entity** (for a list of CHA management entities see: mht.maryland.gov – click on "Heritage Areas.") The local Certified Heritage Area management entity will first review and rank applications, and then forward all applications and their recommendations for funding to MHAA. Applications submitted directly to MHAA will be deemed ineligible and returned to the applicant.

PROJECT SELECTION CRITERIA

The following criteria will be considered by MHAA and the local heritage area management entity in reviewing grant proposals:

- I) **CONSISTENCY WITH THE HERITAGE AREA MANAGEMENT PLAN AND/OR FIVE YEAR PLAN**
 - Is the project specifically identified in the Certified Heritage Area Management and/or Five Year Plan, and does the application specify the section or page number of the management and/or five year plan where the project is identified?
 - If the project is not specifically identified in the Certified Heritage Area Management and/or Five Plan, is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area management plan, and does the application clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan?
- II) **LOCAL HERITAGE AREA MANAGEMENT ENTITY PROJECT RANKING**
- III) **PROJECT DESIGN**
 - Are project objectives and the methods to accomplish those objectives clear, and is it clear what the products/results of the project will be?
 - Does the budget contain the necessary expenditures to accomplish the tasks outlined in the Scope of Work?

- Is the proposed timeline realistic and does it set out a logical progression of work items to accomplish the project or activity described in the Scope of Work?
- Are project personnel (if known) appropriately qualified and experienced to carry out the project?

IV) BUDGET

- Are the costs outlined in the project budget reasonable and customary given the goals of the project, and for the services or products being obtained? Will some type of standard procurement process be followed to obtain the most reasonably priced and best qualified goods and services (e.g. local governments will follow their in-place procurement process; non-profits will obtain bids from multiple vendors for goods and services)?
- Are the costs in the budget broken down in detail, e.g. for building rehabilitation or restoration projects are specific construction activities and cost breakdowns provided; for consultant services are products and pay rates/fees clearly specified; for staff time being used as match, is each staff person and their job function listed and the specific number of hours and hourly pay rate for each person provided?
- Are line items in the budget clearly related to the products, activities and work described in the Scope of Work?
- Is the **match firm and clearly documented**, or is some or all match not in-hand, e.g. does the application qualify some match as dependent on a non-awarded grant, requested donations, or other projected future income?
- Does the project or its products significantly leverage non-State investment; is significantly more project funding leveraged than the required dollar-for-dollar match; is a majority of the additional leveraged project funding cash, rather than in-kind? (***NOTE: MHAA requires a minimum dollar-for-dollar match, and that 75% of the required minimum match must be cash**)

V) URGENCY

- Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity? What are the drawbacks of delaying the project, e.g. will delay likely lead to loss of funds, are critical personnel only available within short timeframe, or is the event tied to an anniversary date?

VI) FEASIBILITY AND READINESS

- Is the project ready to proceed upon grant award and can project objectives realistically be accomplished within the proposed timetable?
- If applicable, is there a marketing strategy, timeline and budget in place to achieve sufficient public awareness about the proposed project? Does the application address how the public will be informed about the availability of a new product such as a website, driving tour map & guide, or museum exhibit?
- What is the lifespan of the outcomes of the proposed project, and have all ongoing costs resulting from the project been accounted for? If there is or is likely to be an ongoing need for the maintenance, replacement or updating of project-produced products, or ongoing fees associated with the products, has funding or required services been secured to meet these ongoing needs? For example, what provisions are in place to repair damaged signage or trail amenities; is it clear how a new MHAA-funded website or app will be maintained and updated during the projected total life span of the product, and how will any ongoing hosting fees be supported?

VII) IMPACT

- Does the project result in **clear heritage tourism-related public and economic benefits**, e.g. visitor resources will be created or substantially improved, project products will encourage increased visitation to heritage sites, the project will result in job creation or retention, or the project will support heritage tourism-related business creation or development?
- Will the project significantly contribute to fulfilling the goals presented in the MHAA Strategic Plan of developing heritage tourism product, building partnerships, or sustaining regional identity?
- Pre-K – 12 Education Projects Only:
 - Does the application include a Pre-K - 12 Education project Addendum, and does the project result in heritage-related pre-K – 12 curriculum development, teacher training opportunities, or curriculum implementation?

- For all eligible education project types, does the project advance not only Certified Heritage Area management plan/5-Year Plan education goals, **BUT ALSO** advances other goals in the management plan/5-Year Plan such as stewardship, preservation, and interpretation?
- If the education project is eligible, **FOR CURRICULUM DEVELOPMENT PROJECTS ONLY**, will MSDE and/or all local school systems in the project area be an active partner in the development **and** implementation of the project?
- Natural Resources Projects Only:
 - Does the application include a Natural Resources Project Addendum and does the project contribute to meeting the preservation/conservation, education, and heritage tourism goals of the Certified Heritage Area through enhanced public access, restoration and preservation, interpretation, acquisition or solution of an environmental issue?
 - Does the project utilize Maryland GreenPrint, local Land Preservation Park & Recreation Plans, annual Program Open Space plans, or state and nationally designated scenic byways and trail management/development plans?
 - For all eligible natural resources project types, does the project advance not only Certified Heritage Area management plan/5-Year Plan natural resources goals, **BUT ALSO** advances other goals in the management plan/5-Year Plan such as stewardship, preservation, and interpretation?
- Archaeology Projects Only:
 - Does the application include an Archaeology Project Addendum and does the project contribute to meeting the preservation/conservation, education, and heritage tourism goals of the Certified Heritage Area through protection of archaeological sites and collections, enhanced public interpretation, development or rehabilitation of historic structures, acquisition or programming?
 - For all eligible archaeology project types, does the project advance not only Certified Heritage Area management plan/5-Year Plan archaeology goals, **BUT ALSO** advances other goals in the management plan/5-Year Plan such as stewardship, preservation, and interpretation?
 - Does the project conform to the applicable portions of the Standards for Archeological Investigation in Maryland?

VIII) ADMINISTRATIVE CAPABILITY OF APPLICANT

- Has the applicant received previous MHAA grants that have demonstrated good administrative capability including filing required progress reports, completing projects on time and within budget, and submitting complete financial documentation of expenditures, or does the applicant have a proven record of successfully administering grants from other agencies/organizations?
- Does the applicant have other open MHAA grant(s) from previous fiscal years? Have open grants required repeated extensions of the completion date, and if so were the extensions required due to circumstances beyond the applicant's control?

IX) SUSTAINABILITY AND PRESERVATION (*If applicable to proposed activities)

- Will the project contribute to the acquisition, preservation, conservation/sustainability or enhancement of sites, structures, districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance?
- Are the proposed activities environmentally sensitive through their design, construction materials or procurement practices?

X) COORDINATION WITH BROADER INITIATIVES

- Does the project address one or more of the MHAA FY 2013 funding priorities?
 - Projects that contribute to the commemoration of the Bicentennial of the War of 1812 in Maryland.
 - Projects that contribute to the commemoration of the Sesquicentennial of the Civil War in Maryland.
 - Projects that will assist in interpreting the life, work and legacy of Harriet Tubman and/or the Underground Railroad in Maryland.
- Does the project support or compliment relevant statewide or other broader initiatives?

NOTE: Grant applications are first reviewed by the local Certified Heritage Area, and each CHA may also have their own, additional criteria which are considered in the grant review process.

GRANT AMOUNTS AND MINIMUM MATCHING FUND REQUIREMENTS

Grants for **Non-Capital and Programming projects may not exceed \$50,000**. Grants for **Capital projects may not exceed \$100,000**. All grants must be matched in an amount at least equal to the grant (dollar-for-dollar match). The match must consist of a **cash contribution/match equal to at least 75 PERCENT of the grant amount requested from MHAA** (e.g. if \$100,000 of MHAA grant funds is being requested, a minimum of \$75,000 of the grantee's total contribution/match must be cash). The balance of applicant's project contribution/match may consist of in-kind contributions. **State of Maryland funds may not be used as match**. All matching funds must be expended during the grant period. **Expenditures made prior to grant award are not eligible as match**.

Examples of Cash Match:

- Cash expenditures
- Support from a non-state grant or loan fund
- Staff salaries (but no more than 35% of total match required) for work specifically on the project

Examples of In-Kind Match (no more than 25% of total match required):

- Volunteer time for work on the project (see http://independentsector.org/volunteer_time for current value of volunteer time)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (i.e. architect donating architectural design services))
- Donated materials

Applicants must submit proof of required matching funds. This proof of required matching funds must be submitted to MHAA staff for review by June 22, 2012. **Applicants are strongly encouraged to have all required matching funds in-hand, or firmly committed at the time of application, and MUST have provided documentation of all required cash match to MHAA by June 22, 2012 in order to be eligible for grant funding.**

Acceptable documentation of match can include:

- Financial or Bank Statement from applicant organization with letter committing those funds
- Letter of commitment from donor of money, in-kind services or staff time
- Award letter or grant agreement for a non-state grant that will be used as match
- Approved budget from a governmental agency documenting funds are budgeted for the project

NOTE: If the primary source(s) of matching funds will not be in-hand or committed by the deadline, grant applicants may submit an alternate source of match that can be utilized in the event the primary source of match falls through.

For example: If the primary source of cash match is a Star Spangled 200 grant that will not be awarded until after the MHAA grant awards are made, the grantee can provide documentation that they have applied for the SS200 grant, and then also provide a bank statement showing they have the necessary funds in hand, and a letter committing those funds should the SS200 grant application not be successful.

Questions regarding acceptable match and match documentation should be addressed to MHAA staff.

Additional Grantee Contribution ("Over Match")

If the total project is expected to cost more than the total grant request and required match, those additional costs should be listed on the application budget as Additional Grantee Contributions. Review criteria used by MHAA and local Certified Heritage Area management entities take into consideration whether or not a grant project significantly leverages more funds than the required dollar-for-dollar match and what portion of this "over match" is cash versus in-kind match. Applicants are not required to provide documentation for "over match" funds.

GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the MHAA, which generally contains the following standard terms and conditions:

- **Grant Term** - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred to date.
- **Grant Disbursements** – Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date, and shall include copies of invoices documenting actual expenditures. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs. Final disbursement of grant funds will not be made until the project is completed and all reports and documentation of project expenditures specified in the grant agreement have been submitted to and accepted by MHAA.
- **Procurement Procedures** - Grant recipients are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials procured.
 - 1) **Local governments:** Local government grant recipients shall follow their normal procurement procedures, and must be able to document that applicable procurement procedures were followed, if requested by the Grantor.
 - 2) **Non-profits:** Non-profit grant recipients shall utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by the Grantor, must be able to document that expenditures are reasonable and customary.
 - a) **Procurements greater than \$500 and less than \$10,000:** Grant recipients are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than \$500 but not more than \$10,000**.
 - b) **Procurements greater than \$10,000:** If costs for any goods or services are expected to **exceed \$10,000** written bids from at least 3 vendors must be obtained. Grant recipients must be able to provide documentation that at least 3 written bids were obtained, if requested by the Grantor
 - 3) When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.
 - 4) Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be reasonable and customary for the type of goods and services being obtained. If requested by the Grantor, grant recipients must be able to document project requirements that justified the sole source procurement and that expenditures are reasonable and customary for the goods and services obtained.
- **Nondiscrimination** - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- **Acknowledgment** - Grant recipients are required to provide appropriate acknowledgment of MHAA assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.
- **Compliance Review** - Recipients of funds for all capital projects (except those on which an easement has, or will be donated), and those non-capital projects that involve outdoor signage installation, archaeology or other ground disturbance will be subject to review by the Maryland Historical Trust (MHT) Project Review and Compliance Unit in compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see http://mht.maryland.gov/projectreview_sponsors.html). Recipients shall obtain MHT review of their preliminary concept plan or fifty percent design plan for the project to assess the project's effects on historical and archeological resources, and may be required as a condition of the MHAA grant award to revise their plans as needed, based on MHT comments, in order to ensure that the project avoids any adverse effects on significant historic and archeological properties. Applicants whose

projects are subject to compliance review must attach a completed MHT “Project Review Form” to their MHAA Project Grant Application (see -

http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf).

- **Compliance with Applicable Laws** – Recipients of funds are responsible for complying with all federal, state, and local laws applicable to the project. This responsibility includes, but is not limited to, compliance with local zoning, building and public safety codes, review by local historic preservation commissions, and federal and state licensing, permitting and environmental requirements.

CAPITAL PROJECT GRANT TERMS AND CONDITIONS

In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- **Insurance Requirement** - Recipients of funds for certain capital projects may be required to insure the assisted property against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by MHAA, in amounts satisfactory to the MHAA but in any event not less than the total of the Grant and the outstanding principal balance under all mortgages on the Property. Comprehensive general liability insurance may also be required to be maintained on the Property including the improvements on the Property covered by the Easement, in amounts satisfactory to MHAA. Recipients of funds shall also cause to be attached to each policy a clause that the insurer shall endeavor not to cancel the policy except upon 30 days prior written notice to the Trust, and shall direct the insurer to name MHAA as additional insured and loss payee, but without obligation on the part of Grantor to make premium payments. Insurance coverage shall be in place for the duration of all work funded by or included in the project.
- **Perpetual Preservation Easement** – A perpetual preservation easement **may** be required to be conveyed to the Maryland Historical Trust on historic properties assisted with MHAA funds. If an easement is already held on the assisted property, that easement may require modification. Generally, the easement must be executed between the property owner and the Trust before MHAA funds are released. At its discretion, MHAA may release a portion of the grant funds, but **in no case will all grant funds be released prior to execution of an easement**. The easement must be in form and substance acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures as the Trust determines appropriate. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis. A sample easement is available for applicant’s review by contacting the Trust’s Office of Preservation Services (OPS) at 410-514-7632. OPS staff can answer questions an applicant or owner may have concerning the easement requirement.
- **Title Certificate** – Recipients of funds for capital projects will be required to provide an attorney’s Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner’s title to the real property on which the improvements are located, if conveyance of an easement is a condition of the MHAA grant award. In addition, an update of the Certificate will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only standard exceptions and encumbrances approved by the Trust.
- **Site Plan and Legal Description of Property** – If conveyance of an easement is a condition of the MHAA grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.
- **Secretary of the Interior’s Standards** – All work performed as a part of the grant project must be consistent with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*.

GRANT SCHEDULE

Intent to Apply Form – before submitting a full application, applicants first submit* an Intent to Apply (ITA) form to the local Certified Heritage Area management entity (*Except for Multi-Heritage Area projects – see “Application Submittal” section below). ITA forms are generally due to the local CHA management entity sometime in January or early February. Check with the local CHA management entity for ITA deadlines (see <http://mht.maryland.gov/heritageareas.html> for contact information). The ITA form allows MHAA and the local CHA management entities to anticipate funding needs for the upcoming fiscal year and convey those needs to the General Assembly as the annual budget is developed. It also allows CHA management entities to provide technical

assistance and advice to potential grant applicants. Submission of an ITA does not commit an organization to a full application submittal.

Applications are first submitted* to the local Certified Heritage Area management entity (*Except for Multi-Heritage Area projects – see “Application Submittal” section below). Applications generally are due to the local CHA management entity sometime between the beginning of February to mid-March. Check with the local CHA management entity for grant deadlines (see <http://mht.maryland.gov/heritageareas.html> for contact information). The CHA management entity then reviews, ranks, and submits applications to the MHAA, generally in early April. MHAA staff first review applications for completeness and accuracy and will contact the CHA management entity or applicants if additional information is required.

Complete applications are forwarded to the MHAA Technical Advisory Committee (TAC) for review. TAC recommendations are then forwarded to the MHAA for review and final action at the Authority’s July meeting.

APPLICATION FORMAT

MHAA Grant applications must consist of the following items which are to be submitted as a single package, with hardcopy (paper) items on standard 8 ½" x 11" bond paper. The hardcopy grant application packages must be stapled in the left-hand corner and **include the *Application Cover Sheet* (Appendix II) as the first pages**. Please do not submit hardcopy applications in binders or as spiral bound books.

Hardcopy (Paper) Applications

All applicants must submit **one (1) paper original with original signatures where required, and eleven (12) paper photocopies** of the following materials:

1. **Cover Sheet.** The instructions for completing the cover sheet are attached as **Appendix II**. The cover sheet form is part of the separate Grant Application document. This form must be attached to the front of the application package.
2. **Narrative Description.** Please refer to the outline shown in Appendices III, IV or V depending on project type.
3. **Budget.** The **budget form** instructions are attached as Appendix VI.
4. **Resumes of key project personnel.** Include the resumes of management entity staff and, if known, people such as consultants and project monitors who will perform key activities under the grant.
5. **Proof of matching funds.** This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds or in-kind contributions dedicated for the project. This proof of matching funds must be submitted to MHAA staff for review prior to final approval by the Authority at its July meeting.
6. **FOR CAPITAL PROJECTS ONLY:** Attach hardcopy printouts of the following:
 - a. Required photographs depicting assorted overall views of any property/structure for which capital grant funds will be used;
 - b. **Easement Conveyance by Owner.** For capital projects involving historic properties, submit letter(s) confirming the owner’s willingness to convey a perpetual preservation easement on the property should the grant be awarded. The following language must be included in the owner(s)’s correspondence:

“As the owner(s) of the property for which an MHAA Grant is being sought, I/we confirm my/our willingness to convey to the Maryland Historical Trust a perpetual preservation easement on the property if so required by MHAA. I/we understand that my/our confirmation may be a requirement of the MHAA Grant and that the perpetual preservation easement imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property.”
 - c. **Easement Conveyance by Interest/Lien Holders.** Submit letter(s) confirming the willingness of other interest or lien holders such as banks or other lenders to subordinate those interests to the conveyance of the preservation easement.
 - d. **Appraisals.** For Capital real property acquisition projects, MHAA will fund up to 50% of the average of two appraisals of the subject property. Submit **two appraisals** that are less than one year old if you are requesting MHAA funds for an acquisition project. If there is more than a 20% difference between the two appraisals, MHAA may request a third appraisal. MHAA also reserves the right to consult with the Maryland Department of General Services regarding evaluation of the submitted appraisals.
 - e. **Map.** A map, preferably a section of a USGS quadrangle map, clearly showing the location and boundaries of the project.
 - f. **Site Plans/Drawings.** If available prior to the start of the project, please include copies of any site plans or drawings for the project, if applicable.

The forms for these items are part of the separate FY2013 Project Grant Application file which is available at

mht.maryland.gov under “Forms and Documents.” **Please complete and print out the electronic forms in that file rather than using the sample forms contained in this document.**

In addition, all applicants must submit **two paper copies only** of the following supporting documentation (it is not necessary to submit electronic/digital versions of the following supporting documentation):

- **Proof of nonprofit status (if applicable) and SDAT Standing.** If the management entity is a non-profit organization, proof of non-profit status must be submitted in the form of a copy of the applicant’s Articles of Incorporation, By-laws, and, if applicable, Internal Revenue Service 501 (C)(3) approval letter (**copies do not need to be submitted if the materials were previously submitted and no changes have been made**). In addition, the applicant organization must be in good standing with the State of Maryland Department of Assessments and Taxation (SDAT); MHAA will verify the applicant’s current status prior to disbursement of grant funds. Applicants must verify their current standing at the Maryland Department of Assessments and Taxation’s website at www.dat.state.md.us [select “Business Data Search,” then from the “Businesses” section select Business Data Search,” then from the “Main Menu” box select “Business Entity Information (Charter/Personal Property)” and enter the name of your organization or Department ID, finally select “General Info.”] Print out the displayed page and attach it to the completed grant application form.
- **Letters of support.** **At least three letters of support** for the grant application must be submitted, including at least one letter of support from each of the following: a State Senator, State Delegate, and local governmental entity(ies) representing the area in which the project will occur.
- **Heritage Area Management Entity Letter of Authorization.** A letter from the Certified Heritage Area management entity authorizing the applicant to submit the grant application must be submitted to MHAA. *CHA management entities may submit one letter of authorization to MHAA for all applicants within their CHA, if preferred.

Electronic/Digital Application

1. **Three electronic/digital copies** of the Cover Sheet, Narrative Description, and Budget (**Items 1, 2, and 3 only**) must also be submitted on CD-R (Compact Disc-Recordable) disks. Use Microsoft Word[®] or another program readable by Microsoft Word[®] to produce the electronic version. If preferred, the Project Budget may be submitted as a Microsoft Excel[®] or another program readable by Microsoft Excel[®] file. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT OFFICE[®].**
2. Applicants seeking funds for **capital projects** must submit **THREE COPIES** of **Digital Photographs on three CD-R disks.** Submit at least **ten (10) color photographic slides** or digital photographs which depict assorted overall views of the property/structure. For existing structures, include important interior elements and any areas of deterioration which are to be addressed as part of the project. Label all slides or provide a separate written description of each photograph with the project or building name, and a brief description of the subject matter of the slide/photograph.

Digital photographs must be submitted on CD-R (Compact Disc-Recordable) disks, be in TIFF (preferred) or high-resolution JPEG format, with a minimum resolution of 2 megapixel files or greater (minimum pixel array of 1,600 pixels by 1,200 pixels). Please give each image a file name such as **Brown House Façade 1.tif**, do not submit images with camera-assigned default names such as **PIC001.jpg**. A Microsoft Word[®] or Word[®] readable text file listing images as they appear on the CD-R should be included on the disk (the first disk if multiple CD-Rs are submitted) listing: the **name of the project or structure; photographer’s name; date photograph taken**; and for each photograph on the disc, the **file name and a short description of what the image depicts**, e.g. Brown House 1.tif – front façade, Wilson Mill Archaeological Site 3.jpg – looking northeast towards ruins of miller’s house.

APPLICATION ASSISTANCE

Samples of an MHAA Application Cover Sheet (Appendix II), Narrative Project Description (Appendices III, IV, V), Sample Budget (Appendix VI), and Project Narrative Addendums (Addendums A, B, C) are attached. For your convenience, the application form is available online at mht.maryland.gov under “Forms and Documents.” **For questions regarding the preparation of your application, please contact Richard Hughes at 410-514-7685 / rhughes@mdp.state.md.us, or Jennifer Ruffner at 410-514-7612 / jruffner@mdp.state.md.us, or your local Certified Heritage Area management entity staff.**

APPLICATION SUBMITTAL

Except for projects that will occur within two or more CHAs, i.e. “**Multi-Heritage Area Projects**” (see information box below), applicants must submit the completed application package and supporting materials to **their local**

certified heritage area management entity (Heritage Area management entity contact information is available online at mht.maryland.gov/heritageareas_program.html . **Applications submitted directly to MHAA will be deemed ineligible and will be returned to the applicant.**

Management entities should mail or deliver MHAA grant application packages to: Richard Hughes, Maryland Heritage Areas Authority, Maryland Historical Trust, 100 Community Place, Crownsville, MD 21032-2023.

***MULTI-HERITAGE AREA PROJECTS:** If the project includes activities that will occur within two or more CHAs, applications must be submitted directly to the Maryland Heritage Areas Authority by no later than **February 15, 2012**. The MHAA will distribute copies of the application to all CHAs within which project activities will occur for CHA review and comments. **(Submit applications to: Richard Hughes, Maryland Heritage Areas Authority, 100 Community Place, Crownsville, MD 21032-2023).**

**FY 2013 SAMPLE/INFORMATIONAL ELECTRONIC
APPLICATION FILL-IN FORMS**

The forms in the following Appendices and Addendums are sample/informational forms only. Please complete the electronic forms found in the separate FY2013 Project Grant Application file, available at mht.maryland.gov under “Forms and Documents.”

APPENDIX I: SAMPLE MHAA MULTI-HERITAGE AREA INTENT TO APPLY FORM

(Only complete for Multi-Heritage Area Projects – All Other Projects Submit Local Heritage Area Intent to Apply Form)

INTENT TO APPLY

For a Multi-Heritage Area Maryland Heritage Areas Authority Project Grant – FY 2013

IMPORTANT: This form should only be completed if you are submitting a MULTI-HERITAGE AREA PROJECT. If your project is based in a single heritage area, contact your local heritage area for their intent to apply form and deadlines (see <http://mht.maryland.gov/heritageareas.html> for contact information).

This form must be completed and returned to the Maryland Heritage Areas Authority office no later than close of business on January 15, 2012. Complete multi-heritage area applications will be due by close of business on February 15, 2012.

Grant guidelines and applications can be found at: http://mht.maryland.gov/grants_heritagearea_project.html. Completing an Intent to Apply form does not in any way commit your organization to complete a full application. MHAA staff will use the information from the Intent to Apply form to guide your organization towards a stronger application if you choose to proceed.

Applicant Organization: Maryland Heritage Tourism Council

Address: 100 Anywhere Place

Phone: 410-555-1234 Email: director@anywhere.com

Contact Person Name: Mr. Joe Smith

Project will be: (check one) ☐ Capital ☒ Non-Capital

Heritage Areas where project will take place: Stories of the Chesapeake Heritage Area, Southern Maryland Heritage Area and Four Rivers Heritage Area

Target Investment Zone(s), if applicable - capital grant only: n/a

Project Title: Bayside Rural Driving Tour

Brief description of the project: This project will develop a driving tour of the rural areas along the Chesapeake Bay.

Benefit to the heritage areas program: The program will bring tourist to often-overlooked rural areas with significant historical sites.

BUDGET: Amount MHAA grant funds requested: \$5,000

Cash Match: \$5,000

(Must be minimum 75% of amount of MHAA grant funds)

In Kind Match: \$0

(Maximum 25% of total required match)

Total of cash & in-kind match: \$5,000

(Total of cash and in-kind match must at minimum equal the amount MHAA grant funds requested)

Total Project Cost: \$10,000

Signature of organizational representative: _____

Hand written/typed name

APPENDIX II: INSTRUCTIONS FOR MHAA PROJECT GRANT COVER SHEET

(All applicants must complete)

I. CERTIFIED HERITAGE AREA INFORMATION

1. Provide the name of the certified heritage area(s) in which the project will occur (e.g. Southern Maryland Heritage Area).
2. Provide the name of the Target Investment Zone (TIZ) in which the project will occur, if applicable.
3. Provide the county(ies) where the project is located.

II. APPLICANT INFORMATION

1. Provide the full legal name of the applicant non-profit organization, authorized local government or government agency. This should be the organization or government agency which will receive the grant funds if awarded. For non-profit entities, information can be obtained from the Maryland Department of Assessments and Taxation at www.dat.state.md.us/ [select "Business Data Search," then from the Main Menu select "Business Entity Information (Charter/Personal Property)," then select "General Info." Print out the displayed page and attach it to the completed grant application form.].
2. Provide the mailing address of the applicant identified above. This is the legal address of the entity as registered with SDAT (See – "Application Format: Hardcopy (Paper) Applications," item # 6 above for details). Provide the street address of the applicant if different from the mailing address.
3. Provide the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application, who will receive all correspondence and communications relating to the grant.
4. Provide the phone number(s) of the contact person.
5. Provide the email address of the contact person.
6. Provide the fax number of the contact person.
7. Provide the mailing address for the contact person, if it is different from the legal address listed above. This is where all grant materials will be sent.
8. If the contact person for the grant does not have legal signatory authority, please provide the name of someone in the organization who does.
9. Include the applicant's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service and usually begins with 52-_____. Include the state legislative district & sub-district of the applicant. It is important that the applicant's correct legislative district is indicated. If you are unsure of your district, please contact your local library for this information or visit the Maryland General Assembly Website at <http://mlis.state.md.us> and <http://mdelect.net/>. A map of election districts is available at http://www.mdp.state.md.us/PDF/OurProducts/Redistrict/2002ld_courtappeals_62102_MD_map_web.pdf.

III. PROJECT INFORMATION

1. Enter either the title of the project or the name of the property under consideration. The title should be a **short**, but descriptive name of the project.
- 2.a Indicate whether the project is a capital or non-capital project. Note that even if the dollar amount is less than \$50,000, any construction or pre-construction work is considered to be a Capital project.
- 2.b. If the project involves a property or properties that are designated as historic by a local government, listed in the National Register, or included in the Maryland Inventory of Historic Properties, provide the name of the property, properties or district(s).
- 2.c. If the project involves a property or properties that have been the subject of previous archeological, architectural or historical investigations, provide a brief description of that work.
- 2.d. If you are seeking funding for a capital project, provide the name of the current owner(s) of the property for which funding is being sought.
- 2.e. Provide the address of the current owner(s) of the property for which funding is being sought.
- 2.f Provide the address(es) of the project if different from applicant.
- 2.g Indicate if the property has an existing Historic Preservation Easement on it, and whether it is held by the Maryland Historical Trust or another organization.
3. **Briefly** summarize your project's scope of work in the space provided (**max. 250 words**), clearly stating the goals of the project and how the goals will be attained. Provide specific information on work or activities that will be undertaken, who will perform the work, and the type and number of any products that will be produced. **The narrative must include the key items listed in the Project Timetable (see project narrative) and Project Budget (see Appendix VI).** This is not the space for making the case for why funding is needed, it is simply a description of the project.

For example, for a non-capital project:

"The [name of applicant] will hire a consultant historian and exhibit designer to develop a permanent exhibit on the history and significance of the underground railroad (UGRR) in Baltimore County. Project products will include a 300 sq. ft. interior exhibit at the County Historical Society, 3 exterior interpretive signs at known UGRR sites, and 5,000 map and guide brochures on UGRR history and sites in Baltimore County. This project is the first step towards interpreting the underground railroad history of the heritage area."

For example, for a capital project:

“The [name of applicant] will rehabilitate the interior and exterior of the Civil War-era John Wilson House to serve as a Civil War museum and visitor information center. Work will be performed by a contractor with experience in historic building rehabilitation. Work includes installation of a new wood shingle roof, repair and replacement of deteriorated siding with new matching siding, repair and repainting of existing windows, installation of an ADA-compliant access ramp, upgrading electrical service and plumbing to meet Code requirements, refinishing of original wooden flooring, and installation of a visitor information desk and brochure racks.”

*** PLEASE DO NOT ADD ADDITIONAL PAGES TO THE SUMMARY SCOPE OF WORK.**

IV. PROJECT BUDGET

1. Provide the amount of grant funds requested from MHAA. Keep in mind that a maximum of \$50,000 is available for a non-capital project, and a maximum of \$100,000 is available for a capital project.
2. Provide a breakdown of the amounts of required cash and in-kind contribution/match – this section should total no more than the amount being requested for the grant. MHAA grants require a minimum dollar-for-dollar match (i.e. the amount of required cash and in-kind contribution/match must equal the total amount of grant funds requested from MHAA). ***NOTE:** If additional cash or in-kind funding is being used to complete the project, those additional amounts should be reported on Lines 3a and 3b below.
 - a. Provide the amount of required cash match the applicant will provide for the project. Remember that **cash match** must comprise **at least 75%** of the minimum required dollar-for-dollar match, although it may be any amount between 75% and 100% of the required match. For example, if \$100,000 of MHAA grant funds is requested, cash match must equal at least \$75,000, but can be up to \$100,000. **(*NOTE: State funds may not be used as match, and no more than 35% of the minimum required cash match may consist of applicant staff salaries.)**
 - b. Provide the amount of in-kind contributions the applicant will provide. Remember that in-kind contributions may comprise **no more than 25%** of the minimum required dollar-for-dollar contribution/match.
 - c. Provide the total amount of all required cash and in-kind contribution/match the applicant will provide (add Lines 2a and 2b). **This total amount must equal the amount being requested from MHAA on Line 1.**
3. If applicable, provide the amount of additional cash and in-kind funding that is being used to complete the project. This includes cash and in-kind contributions in excess of the amount being requested from MHAA (Line 1) and the total required cash and in-kind match (Line 2c).
 - a. Provide the amount of additional cash funding being utilized to complete the project.
 - b. Provide the amount of additional in-kind contributions being utilized to complete the project.
 - c. Provide the total amount of all additional cash and in-kind funding being utilized to complete the project (add Lines 3a and 3b).
4. Provide the Total Project Cost (the sum of Lines 1+2c+3c). This is the total cost of completing the project, including the grant funds requested, the required matching funds, and any additional project funds in excess of the required match.

V. PUBLIC INFORMATION DISCLOSURE

MHAA intends to make information available to the public regarding grant requests under the MHAA Grant Program. Information contained in this application may be confidential under Maryland's Access to Public Records Act. If you consider your information confidential and do not want it made available to the public, you must indicate so in writing and attach your objection to this application. By signing on the space indicated, you agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

NOTE: The application must be signed by a person with legal signatory authority. Applications received without the necessary signature will be disqualified.

APPENDIX II: SAMPLE MHAA GRANT APPLICATION COVER SHEET
(*Must be completed for all types of projects)

I. PROJECT LOCATION INFORMATION

1. Name of Certified Heritage Area(s) where project is located: Baltimore Heritage Area
2. Name of Target Investment Zone where project is located, if applicable:
3. County(ies) where project is located: Baltimore City

II. APPLICANT INFORMATION

1. Full Legal Name of Applicant Organization (Name provided must match exactly the legal name as registered with the Maryland Department of Assessments and Taxation. Applicants can check their legal name at www.dat.state.md.us, select "Business Data Search," then from the Main Menu select "Business Entity Information (Charter/Personal Property)," then select "General Info." Print out the displayed page and attach it to the completed grant application form): Baltimore Firefighters Museum, Inc.
2. Mailing Address: 1801 Saratoga Street, Suite 105
City, State, Zip Code: Baltimore, MD 21123
(Street Address-if different from above): _____
3. Contact Person (include Ms, Mr., Dr., etc.): Ms. Jane Doe Title: Executive Director
4. Telephone: (Office) 410-222-7788 (Other telephone): 410-555-9988
5. Fax Number: 410-222-8877
6. E-mail Address: janedoe@email.com
7. Contact Mailing Address (if different from Applicant address above): _____
8. Name and title of Person with legal **signatory authority** for applicant organization (if different from Project Contact Person): Mr. John Doeman Title: Chairman, Board of Directors
9. Applicant's Federal Employer Identification Number (generally 9 numbers beginning with 52, e.g. 52-1234567): 52-1234567
10. State legislative district(s) & sub-district(s) where project will take place. Please ensure accuracy. (Information is available online at <http://mdelect.net/> and <http://mlis.state.md.us/>): 23B, 24,27,31A

III. PROJECT INFORMATION

1. Project title or property name: Great Baltimore Fire Exhibit Project
- 2.a Type of project (Capital, Non-Capital or Programming): ☐ Capital ☒ Non-Capital ☐ Programming
- 2.b. If project involves property(ies) designated as historic by a local government, listed in the National Register, or included in the Maryland Inventory of Historic Properties, name of property(ies) and/or district(s): _____
- 2.c. If project involves property(ies) the subject of previous archeological, architectural or historical investigations, provide a brief description of that work: _____
- 2.d. If Capital Project, name of current property owner, if different from applicant: _____

2.e. If Capital Project, address of current property owner, if different from applicant:

2.f If Capital Project, address(es) of project if different from applicant:

2.g If Capital Project, does the property have an existing historic preservation easement on it, and if yes, held by which organization?:

3. **Summary Scope of Work:** Provide a brief (max. 250 words) project narrative describing the programs, work, or activities that will be undertaken, who will perform the work, and the type and number of any products that will be produced) The narrative **must** include the key items listed in the Project Timetable (see Project Narrative) and Project Budget (see Appendix VI).

The Baltimore Firefighters Museum (BFM) will develop and issue a Request for Proposals (RFP) to solicit bids from qualified professional exhibit design consultant firms to design a 2,000 sq. ft. multi-media exhibit on the Great Baltimore Fire of 1904. In consultation with BFM staff, the selected consultant will develop a draft and final exhibit plan including graphic designs, a list of photographs and historical documents recommended for inclusion in the exhibit, interpretive text and labels, and a list of artifacts to be exhibited. The exhibit will be fabricated and installed in the new exhibit gallery at the museum, which will be renovated as part of the grant project. A companion brochure will be printed for the new exhibit.

IV. PROJECT BUDGET

1. Amount requested from MHAA	<u>\$50,000</u>
2. Required Match	
a. Applicant's required cash contribution/match (*Must equal at least 75% of Line 1)	<u>\$37,500</u>
b. Applicant's required in-kind contribution/match (may be no more than 25% of Line 1)	<u>\$12,500</u>
c. Total of Cash & In-kind contribution/match (*Sum of Lines 2a+2b must <u>equal</u> Line 1)	<u>\$50,000</u>
3. Additional Project Funding (*Additional funding above minimum required dollar-for-dollar match)	
a. Applicant's Additional Cash Project Funding	<u>\$15,000</u>
b. Applicant's Additional In-Kind Project Funding	<u>\$5,000</u>
c. Total of Additional Applicant Cash & In-kind Project Funding (Sum of Lines 3a+3b)	<u>\$20,000</u>
6. TOTAL PROJECT COST (Sum of Lines 1+2c+3c)	<u>\$120,000</u>

V. PUBLIC INFORMATION DISCLOSURE

MHAA intends to make available to the public certain information regarding projects for which an application has been submitted under the MHAA Grant Program. The information available to the public will include the information in this grant application as supplemented or amended. This information may be confidential under Maryland's Access to Public Records Act. If you consider this information confidential and do not want it made available to the public, please indicate so in writing attached to this application. You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

Applicant's Signature

Date

APPENDIX III: SAMPLE NON-CAPITAL PROJECT NARRATIVE

(*Use for Non-Capital projects only)

Please address **all** items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two electronic/digital copies of the full application** must also be submitted on two CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them. Use Microsoft Word® or another program readable by Microsoft Word® to produce the electronic version. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD®.**

This outline should be used for all non-capital projects except those projects consisting of programming activities - Appendix V should be used for non-capital Programming activity applications. If funds are being requested for both programming activities and other non-capital or capital activities, please complete individual project narratives for each discrete activity.

PROJECT PLAN

I. Project Overview

- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project's urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism benefits of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, archeological or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan and/or Five Year Plan

- Is the project specifically identified in the heritage area management plan and/or Five Year Plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time. Cite the section or page number and a summary of the specific goal, objective, strategy, standard or action that the project relates to.

III. Project Methodology

- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a "model"? Will it produce products unique for quality and innovation?
- Discuss what, if any, components of the project are environmentally sensitive through their design, construction materials or procurement practices, and give examples.

IV. Project Timetable

Specific deadlines for each step in your Summary Scope of Work (Appendix II) and Project Budget (Appendix VI) **must** be provided. For example:

Issue RFP for exhibit design	July 30, 2012
Complete draft exhibit design	By August 31, 2012
Begin renovation of exhibit gallery	By September 1, 2012
Compile draft artifact and photograph list	By October 31, 2012
Submit mid-project Progress Report to MHAA	By November 1, 2012
Finalize artifact and photograph list	By February 28, 2013
Complete final exhibit design	By March 31, 2013
Install exhibit	By December 31, 2013
Print Brochure	By February 1, 2013
Disbursement Request and financial documentation to MHAA	Submit Final Report, By June 30, 2013

April 1,

V. Project Products

- What tangible products will the project produce? Specify the number of products such as 1,500 sq. ft. exhibit, 5,000 walking tour brochures, 10 interpretive signs, one set of architectural and engineering plans and specs, etc. Ensure that all listed products are also included in the Project Timetable and Project Budget.

VI. Marketing

- Who is the consumer/target audience for the project? Provide basic geographic and demographic information. How and why were they chosen?
- If the project or its products will be marketed, describe how they will be marketed for the life of the project.
- Will the local jurisdictional tourism office/Destination Marketing Organization (DMO) be involved in this project?
- If the project or its products will be marketed, how will consumer inquiries be serviced?
- For hardcopy printed materials such as brochures or map & guides that will be publicly distributed, describe the distribution methods that will be utilized.

VII. Special Considerations

- If applicable: Describe the number of hours per day, days per week, and months per year the project site is open to the general public.
- Does the site provide public access to restrooms, water, telephones, or parking?
- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.
- If the project product(s) includes durable items that require **ongoing maintenance or commitment, repair or replacement** (e.g. interpretive signage or website hosting), what provisions are there for carrying out this maintenance or commitment in the future, for example, a local government will maintain, or a dedicated maintenance account has been established?
- If applicable: For websites, mobile websites, smartphone applications, or other new media projects, describe the licensing structure for the system, whether it is open-source or proprietary, what the ongoing costs associated with the system are, how long it is anticipated the system will remain viable, how it will be maintained and updated, and how access to the system will be provided.

VIII. Project Personnel

- Who will carry out the project (applicant staff, outside consultants, volunteers)? If known, what qualifications and experience do the involved personnel or firms have that is specifically relevant to the project (describe and attach resumes/qualification statements)?

IX. Grants Management

- Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email, and fax number of the individual(s) who would manage this grant. Please ensure that the primary contact person for grant management and paperwork is the person listed under Contact Person on the cover sheet.

X. Project Support - Cash and In-Kind Contribution/Match

- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. **Documentation that these cash funds are in hand must be submitted as part of this application.**
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA. Describe the State's past and present financial commitment to the project, if applicable.

IF APPLICABLE, ALSO ATTACH APPROPRIATE ADDENDUM FORM(S) FOR K-12 EDUCATION, ARCHEOLOGY, OR NATURAL RESOURCE PROJECTS (See following Addendums A, B, and C).

APPENDIX IV: SAMPLE CAPITAL PROJECT NARRATIVE

(*Use for Capital projects only)

Please address **all** items listed in the following project narrative completely and concisely. If not applicable, put “N/A” after the item. **Two electronic/digital copies of the full application** must also be submitted on two CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them. Use Microsoft Word® or another program readable by Microsoft Word® to produce the electronic version. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD®.**

This outline should be used for capital projects ONLY.

PROJECT PLAN

I. Project Overview

- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project’s urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism value of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan and/or Five Year Plan

- Is the project specifically identified in the heritage area management plan and/or Five Year Plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time. Cite the section or page number and a summary of the specific goal, objective, strategy, standard or action that the project relates to.

III. Project Methodology

- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a “model”? Will it produce products unique for quality and innovation?
- Discuss what, if any, components of the project are environmentally sensitive through their design, construction materials or procurement practices, and if so, provide examples.

IV. Property Information

- Describe the history or architectural significance of the property that is the focus of the project, if applicable.
- What are the dates of original construction for buildings on the property? What are the dates of significant alterations/additions to these buildings?
- Is the property individually listed on the National Register of Historic Places or located within a National Register or local historic district?
- Is the property currently endangered? If so, describe the threats to the property.
- How is the property currently used, and how will it be used in the future?

V. Project Phasing

- Have architectural plans and specifications or bid documents been prepared for the proposed work?
- If the project is phased, identify the specific phase of the project for which funding is being requested. Please discuss how that phase fits into the larger project including past as well as future work/phases.

*NOTE: All work must comply with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (see <http://www.nps.gov/hps/tps/standguide/>).

VI. Project Timetable

Specific deadlines for each step in your Summary Scope of Work (Appendix II) and Project Budget (Appendix VI) **must** be provided. For example:

Issue RFP for architectural services	July 30, 2012
Complete architectural design plans	By November 1, 2012
Initiate interior renovation	By December 31, 2012
Submit mid-project Progress report to MHAA	By January 15, 2013
Initiate exterior repairs	By March 15, 2013
Complete interior and exterior renovation and repairs	By May 30, 2013
Submit Final Report and Disbursement Request to MHAA	By June 30, 2013

VI. Marketing

- Who is the consumer/target audience for the project? Provide basic geographic and demographic information. How and why were they chosen?
- If the project or its products will be marketed, describe how they will be marketed for the life of the project.
- Will the local jurisdictional tourism office/Destination Marketing Organization (DMO) be involved in this project?
- If the project or its products will be marketed, how will consumer inquiries be serviced?
- For hardcopy printed materials such as brochures or map & guides that will be publicly distributed, describe the distribution methods that will be utilized.

VII. Special Considerations

- If applicable, describe the number of hours per day, days per week, and months per year the project site is open to the general public. If the project product(s) requires **ongoing maintenance, repair or replacement** (e.g. signage, trail amenities, or monuments), what provisions are there for carrying out this maintenance in the future, for example, a local government will maintain, or a dedicated maintenance account has been established?
- Does the site provide public access to restrooms, water, telephones, or parking?
- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.

VIII. Project Personnel

- **Project Coordination:** Who will direct the project and who will be responsible for the various components of the project? Describe the qualifications of the project staff and attach resumes of potential staff members.
- **Grants Management:** Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address, and fax number of the individual(s) who would manage this grant. Please ensure that the primary contact person for grant management and paperwork is the person listed under Contact Person on the cover sheet.

XI. Project Support - Cash and In-Kind Contribution/Match

- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. Documentation that these cash funds are in hand must be submitted as part of this application.
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA.
- Describe the State's past and present financial commitment to the project, if applicable.

IF APPLICABLE, ALSO ATTACH APPROPRIATE ADDENDUM FORM(S) FOR K-12 EDUCATION, ARCHEOLOGY, OR NATURAL RESOURCE PROJECTS (See following Addendums A, B, and C).

APPENDIX V: SAMPLE PROGRAMMING PROJECT NARRATIVE

(*Programming projects must complete this form only,
do not complete a Non-Capital or Capital project narrative)

Please address all items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two (2) electronic/digital copies of the full application** must also be submitted on two CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them.. Use Microsoft Word® or another program readable by Microsoft Word® to produce the electronic version. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD®.**

This outline should be used for those projects consisting of programming activities **ONLY** (see Page 3 of the application instructions for the definition of Programming activities).

I. Project Overview:

- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project's urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism value of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan and/or Five Year Plan:

- Is the project specifically identified in the heritage area management plan and/or Five Year Plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time. Cite the section or page number and a summary of the specific goal, objective, strategy, standard or action that the project relates to.

III. Project Methodology:

- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a "model"? Will it produce products unique for quality and innovation?
- Discuss what, if any, components of the project are environmentally sensitive through their design, construction materials or procurement practices, and if so, provide examples

IV. Event Impact:

- What is the projected attendance? What percentage of visitors will the event draw from beyond the area? What are the market demographic profiles for event attendees? What is the projected participation with the event for both locals and visitors? How will the community be involved in the event? What kind of lasting impact is this event expected to have on the community and on event attendees?

VI. VI. Marketing

- Who is the consumer/target audience for the project? Provide basic geographic and demographic information. How and why were they chosen?
- If the project or its products will be marketed, describe how they will be marketed for the life of the project.
- Will the local jurisdictional tourism office/Destination Marketing Organization (DMO) be involved in this project?
- If the project or its products will be marketed, how will consumer inquiries be serviced?
- For hardcopy printed materials such as brochures or map & guides that will be publicly distributed, describe the distribution methods that will be utilized.

VI. Event Design:

- Outline each step in your plan to execute the event, including specific deadlines by which completion is expected.

VII. Special Considerations:

- If applicable: Describe the number of hours per day, days per week, and months per year the event site is open to the general public.
- Does the site provide public access to restrooms, water, telephones, or parking?
- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the event will provide to underserved or minority individuals or groups.

VIII. Project Timetable:

Specific deadlines for each step in your Summary Scope of Work (Appendix II) and Project Budget (Appendix VI) **must** be provided. For example:

Contract with event performers	By July 30, 2012
Issue RFP for design of event promotional materials	August 31, 2012
Event flyers to printer	November 15, 2012
Publish event advertisement in Washington Post and Baltimore Sun	December 1, 2012
Submit mid-project Progress report to MHAA	By January 15, 2013
Host event	January 2-4, 2013
Submit Final Report, Disbursement Request to MHAA	By March 31, 2013

IX. Project Products:

- What tangible products will the project produce? Specify the number of products such as 2 performances, 10,000 brochures, 5,000 flyers, 3 newspaper ads, etc. Ensure that all listed products are also included in the Project Timetable and Project Budget.

X. Project Personnel/Event Coordination:

- Who will direct planning and execution of the event? Describe the qualifications of the event staff and attach resumes of potential staff members. If using volunteers, describe your volunteer plan.

XI. Grants Management: Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address, and fax number of the individual(s) who would manage this grant.

XII. Project Support - Cash and In-Kind Contribution/Match:

- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. Documentation that these cash funds are in hand must be submitted as part of this application.
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA.
- Describe the State's past and present financial commitment to the project, if applicable.

IF APPLICABLE, ALSO ATTACH APPROPRIATE ADDENDUM FORM(S) FOR K-12 EDUCATION, ARCHEOLOGY, OR NATURAL RESOURCE PROJECTS (See following Addendum B and C).

APPENDIX VI: SAMPLE MHAA PROJECT GRANT BUDGET (MUST BE COMPLETED FOR ALL APPLICATIONS)

Use the attached budget sheet to prepare a realistic project budget. If preferred, you may use the attached budget sheet as a template to create your budget in a word processing, spreadsheet, or other computer program that is readable using Microsoft Word® or Excel® software. In addition to the required paper copies, **you must provide TWO electronic/digital copies** (you may put your Project Narrative on the same two CD-R disks). Please label the disks with the heritage area name, project name, and the software program used to create them.

The budget MUST address project components mentioned in the Summary Scope of Work (Appendix II) and Project Timetable (see Project Narrative). The budget should specify expense categories such as personnel, travel, equipment, supplies, rental costs, etc. The following sample budget for a non-capital project is provided to illustrate both the process and format MHAA grant project budgets must follow.

1. Calculate the total cash needs of the project:

Interpretive Planning Consultant (\$rate of pay X hours)	\$10,000
Exhibit Design Consultant (\$rate of pay X hours)	\$12,000
Project Monitor (\$rate of pay X hours)	\$5,500
Exhibit Fabrication and Installation Contractor	\$60,000
Space Preparation and Renovation Contractor (\$rate of pay X hours)	\$10,000
Brochure Design and Printing	\$5,000
TOTAL CASH NEEDS:	\$102,500

2. Calculate the available in-kind match:

Watercraft relocation and stabilization	\$12,500
Exhibit Design Consultant	\$5,000
TOTAL IN-KIND CONTRIBUTION:	\$17,500

3. Add the total cash needs and available in-kind match together to find the total project cost:

In this example, the total cost is \$120,000. The MHAA grant fund would provide up to \$50,000 in cash, and the applicant organization would provide \$37,500 in cash match, plus \$12,500 in in-kind contributions to meet MHAA's dollar-for-dollar and 75% cash match requirements. In addition, the applicant will also use \$15,000 of cash and \$5,000 of in-kind project funding above the required MHAA dollar-for-dollar match to carry out the project. **Show this additional grantee-provided cash and in-kind funding in the appropriate columns.** If no additional project funding above the required dollar-for-dollar match is being used to complete the project, leave these two columns blank.

4. Once a workable budget structure has been prepared, enter the line items on the budget page provided:

Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind contributions. Rates of pay or similar cost breakdowns **MUST** be included in each line item. Attach any estimates you have obtained to support your budget.

5. Finally, identify the sources of matching funds and in-kind contributions.

See next page for Sample Budget

USE OF FUNDS	MHAA GRANT	REQUIRED GRANTEE CASH MATCH	REQUIRED GRANTEE IN-KIND MATCH	ADDITIONAL GRANTEE PROJECT FUNDING (CASH)	ADDITIONAL GRANTEE PROJECT FUNDING (IN-KIND)	TOTAL PROJECT COST
PERSONNEL						
Interpretive Planning Consultant (\$rate X hours)	\$10,000					\$10,000
Exhibit Design Consultant (\$rate X hours)	\$12,000				\$5,000	\$17,000
Project Monitor (\$rate X hours)		\$5,500				\$5,500
MATERIALS						
Exhibit Fabrication and Installation	\$13,000	\$32,000		\$15,000		\$60,000
Gallery Preparation and Renovation	\$10,000		\$12,500			\$22,500
PRINTING						
Brochures (5,000 @ \$1.00/per piece)	\$5,000					\$5,000
TOTALS	\$50,000	\$37,500	\$12,500	\$15,000	\$5,000	\$120,000

Identify source(s) of cash matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support, as shown below.

Donor: Applicant Organization
Source: Operating Budget
Kind: Cash
Amount: \$5,500 (project monitor)
Date Available: July 1, 2012

Donor: Friends of the Applicant Organization, Inc.
Source: Donated Services and Materials
Kind: In-Kind
Amount: \$12,500
Date Available: Now

Donor: Applicant Organization
Source: Appropriated Funds
Kind: Cash
Amount: \$32,000 (exhibit fabrication/installation)
Date Available: July 1, 2012

Donor: ABC Exhibit Fabrication Company
Source: Donated Services and Materials
Kind: Cash
Amount: \$15,000
Date Available: Now

Donor: Smith Exhibit Design, Inc.
Source: Donated Services and Materials
Kind: In-Kind
Amount: \$5,000
Date Available: July 1, 2012

ADDENDUM A: SAMPLE Pre-K–12 EDUCATION PROJECT NARRATIVE

***Pre-K-12 Education projects must complete this addendum AND the applicable Non-Capital (Appendix III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.**

Please address all items listed in the following project narrative completely and concisely. If not applicable, put “N/A” after the item.

This narrative addendum should be used ONLY for those projects consisting of Pre-K - 12 education activities (see Page 4 for definition of Pre-K - 12 education activities) and must be completed in conjunction with the applicable Non-Capital (Appendix III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.

I. Project Overview:

- Clearly explain how the project will contribute to curriculum development and teacher training, and/or the implementation of curricula through educational product development at heritage sites, and/or programming activities that support or encourage visitation to heritage area sites by school groups.

II. Compliance with Maryland State Department of Education or County School System Consultation Requirements

- For **curriculum development and teacher training projects** provide documentation as applicable of the following:
 1. For statewide projects, that the Maryland State Department of Education (MSDE) has been consulted and determined that the project will assist in fulfilling one or more of MSDE’s Core Learning Goals (if applicable, documentation attached); or
 2. For single or multi-County projects, that all County (and/or Baltimore City) Public School systems in the project area have been consulted and determined that the project will assist in fulfilling one or more of the school system’s Core Learning Goals (if applicable, documentation attached).
- For **Curriculum Implementation projects**:
 1. Provide documentation that the curricula has been approved by MSDE and all County School Systems in the project area (if applicable, documentation attached);

III. Fiscal Year 2013 Pre-K -12 Education Funding Priorities:

If applicable, discuss how the project addresses one or both of the following MHAA funding priorities:

1. For all eligible project types, priority will be given to applications which, through their design, can clearly show how the project not only advances Certified Heritage Area education goals, but also advances other goals in the relevant Certified Heritage Area management plan, for example stewardship and preservation, economic development through heritage tourism, or interpretation.
2. For curriculum development projects, priority will be given to projects that can document that MSDE and all County School Systems in the project focus area will be an active partner in the development and implementation of the project.

ADDENDUM B: SAMPLE ARCHEOLOGY PROJECT NARRATIVE

***Archeology projects must complete this addendum AND the applicable Non-Capital (Appendix III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.**

Please completely and concisely address all items listed in the following project narrative. If not applicable, put "N/A" after the item.

This narrative addendum should be used ONLY for those projects consisting of archeology activities (see "ELIGIBLE EXPENSES AND ACTIVITIES: Archeology Projects" section of the instructions for the types of archeology activities that are eligible for funding) and must be completed in conjunction with the applicable Non-Capital (III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.

Archeology Project Narrative:

I. As applicable, clearly explain how the project will address one or more of the following types of activities that are eligible to receive MHAA Archeology Project funding:

- A. Discuss how the project will provide increased protection of sites, objects, or collections which are of archeological significance.
- B. Discuss how the project will enhance public interpretation and education about significant archeological sites, objects, or collections.
- C. Discuss how the project will provide archeological information necessary for the development, reconstruction, or rehabilitation of significant historic structures within the Certified Heritage Area.
- D. If the project involves the acquisition of land whose significance derives wholly or substantially from its archeological value, please explain how the acquisition will, or is likely to:
 - Preserve significant archeological resources;
 - Contribute to educating the public about Maryland's archeological heritage.

For Archeology Programming projects as described in Item E. below, applicants must also complete Appendix V: Programming Project Narrative
(Do NOT complete a Non-Capital (Appendix III) or Capital (Appendix IV) Project Narrative).

- E. Provide an explanation of the programming activities such as archeological seminars, conferences, workshops, site tours/open houses, and field schools that will be undertaken, and how these activities will encourage the preservation of archeological resources, and increase Certified Heritage Area visitation.

II. Explain why the involved archeological resources are known or thought to be significant.

III. Discuss what short-term and long-term heritage tourism benefits will, or are likely to, result from the project. (For example, will the project allow the public to visit archeological sites or interpretive facilities; will new visitor amenities such as interpretive signage or trails, guidebooks, exhibits, etc. be produced; will the project result in the public display and interpretation of a significant archeological collection through an exhibit, web site, or other media, etc., will acquisition of land allow for public visitation and interpretation of an archeological site?)

ADDENDUM C: SAMPLE NATURAL RESOURCES PROJECT NARRATIVE

***Natural Resources projects must complete this addendum AND the applicable Non-Capital (Appendix III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.**

Please completely and concisely address all items listed in the following project narrative. If not applicable, put "N/A" after the item.

This narrative addendum should be used ONLY for those projects consisting of natural resources activities (see Page 4 of the instructions for definition of natural resources activities) and must be completed in conjunction with the applicable Non-Capital (Appendix III), Capital (Appendix IV), or Programming (Appendix V) Project Narrative.

I. Project Overview:

- A. Does the project relate to local Land Preservation Park & Recreation Plans, annual Open Space plans, or state and nationally designated byways and trail management plans? If yes, please detail which plan(s) and the plan components the project addresses.

II. Resources

- A. Describe the type(s) of resources that will be protected or enhanced (i.e. agricultural, forest, wetlands, etc.). Include information about the resource's nature, quality, geographic extent and location (attach a map depicting the project area if applicable), and importance and public/economic value.
- B. Summarize any threats to the resource and what, if anything, is currently being done to address the threat.

III. As applicable, clearly explain how the project will address one or more of the following types of eligible activities:

- A. Discuss how the project will enhance public access to natural resources, rural landscapes, open spaces, and waterways in Certified Heritage Areas through development of land and water trails, water access facilities, and other appropriate mechanisms.
- B. Explain how the project will aid in the restoration and preservation of natural areas, rural landscapes, open space or waterways that contribute to making the Certified Heritage Area more attractive to visitors and residents.
- C. Discuss how the project supports the development and presentation of interpretive exhibits, interpretive signage, materials such as maps and guides, or other appropriate interpretive products to further natural resources-related education, preservation, and heritage tourism development objectives of the Certified Heritage Area.
- D. Discuss how the acquisition of real property to protect natural resources or open space will contribute to meeting the preservation/conservation, education, and heritage tourism goals of the Certified Heritage Area.
- E. Discuss how the Project will contribute to solving a well-defined environmental issue or problem that detracts from a community's ability to attract visitors to the Certified Heritage Area.

For Natural Resource Programming projects as described in Item F. below, applicants must also complete Appendix V: Programming Project Narrative
(Do NOT compete a Non-capital (Appendix III) or Capital (Appendix IV) Project Narrative).

- F. Summarize how the proposed natural resources and environmental education programs such as seminars, conferences, performances, and festivals will encourage public understanding and protection of Certified Heritage Area natural resources and increase Certified Heritage Area visitation. Discuss whether the proposed activities are new or ongoing programs.